



TOWN OF COTTAGE CITY
WORK SESSION
MARCH 2, 2021
6:30 PM

IN ATTENDANCE

Commissioners: Amarche, Wheatley, Young, Urey (arrived late), Givens (arrived late)
Consuella Barbour, Town Manager
Mike Lightfield, Town Treasurer
Chief Ayers, Chief of Police
Greg Pinkney, Public Works Director
Brittany Gabriel, Office Manager

The meeting was called to order by Commissioner Wheatley at 6:32 PM.

The Commission discussed the General Government Budget. They discussed the following line items:

- 5085 Contractual Services (accounting) from \$15,000-\$24,000. The Commission discussed Mr. Lightfield's fees and comparing what other towns pay for their accounting services.
- Virtual Server Monthly Fee was a new line item but Ms. Barbour has now withdrawn the request due to the upcoming fiscal years revenues and expenditures.
- 5150 English Classes are at \$1,500 for 2.5 months right now and Commissioner Urey asked the Commission if they would be interested in increasing the amount to be able to run the English classes for an additional 3/3.5 months. The Commission suggested reaching out to the other Port Towns and inquiring about joining so we could share the costs. The Commission agreed to increase the amount to \$2,000.

The Commission discussed the Public Works Budget. They discussed the following line items:

- 5286 – Engineering line item was put in for \$5000 (The Commission entered into a contract with CPJ as an exclusive engineering firm, but every project has a not to exceed amount. When we do work with them we always put a not to exceed amount on there. We piggy backed on Bladensburg contract, for general engineering services. This \$5,000 would be in the budget to address anything that may come up in the next year).
- 5287- Truck Maintenance \$5,000
- 5290 New public works building, this would be to facilitate a camera system, and some signage for the building (Commissioner Givens suggested changing the line item name)
- Capital Outlays 3 new line items:
 - *Tot Lot upgrades \$10,000 (until we get a grant, right now we want to do a new fence and a few maintenance things)
 - *Sprinkler system \$15,000 (the Commission has discussed this in the past, to have healthy grass)
 - *Storm drain Installation \$50,000 (hopefully we won't have to spend at all if we get grants)
- 6612 Bobcat \$25,000 (a decision will be made later in the budget cycle to see if it is needed)

The Commission discussed the right of entry agreement between the Town and Hamlet Park. This is an agreement for Hamlet Park to allow the town to come onto the private property to pick up trash, and do normal snow removal. This agreement needed to be updated, and signed for legal purposes.

The Commission discussed delinquent business licenses for FY20/21. Ms. Barbour wants to give the businesses a chance to pay, and if they don't then we will have to enforce shutting down businesses until they pay. Code Enforcement will be hand delivering letters threatening shut down.

Motion to go into a closed session to discuss personnel matters at 8:23pm. Motion approved.

Motion by: Givens, Seconded by: Young

Amarche: Aye, Wheatley: Aye, Young: Aye, Givens: Aye, Urey: Aye

The Commission came out of closed session. During the closed session they discussed personnel matters. All Commissioners were present, as well as the Town Manager. During the meeting the Commission discussed to increase all employees' salaries by 1% for their performance evaluations.

Motion to adjourn the meeting at 9:43pm.

Motion by: Young.

Amarche: Aye, Wheatley: Aye, Young: Aye, Givens: Aye, Urey: Aye